Office Shutdown
Checklist

This checklist will guide office staff through an appropriate shutdown of equipment before a disaster or evacuation.

Office building address			
Person assigned to oversee shutdown		Date	

Tasks	Initial when complete
Notify building owner that you are shutting down the site.	
Move all electrical equipment from the ground floor to higher ground or another secure location. Unplug electrical appliances and move them to a secure location.	
Place plastic tarp covers over all electronic equipment.	
Contact the **IT Team Leader** for instructions on safe shutdown of server and associated server equipment and confirm file backup protocol.	
Lock cabinet and storerooms.	
Remove air-conditioning units from windows.	
Move all company vehicles to a secure location.	
Change phone voicemail greetings to reflect shutdown and provide emergency contact information.	
Confirm with the **Human Resources Team Leader** that staff assigned to be first to arrive after the disaster have office key.	
Lock all interior and exterior doors as you leave.	
Notes	